

## RHC Licensing and Certification Application Process:

Licensing and Certification Program - application for a specific provider type, go to: <http://dhs.ca.gov/publications/forms/l&c/index.htm> This DHS web site provides downloadable application forms and other specific form submission information. If forms cannot be download, contact your district office.  
<http://www.dhs.ca.gov/lnc/org/default.htm>

The application process:

1. Download forms (or access them through your district office);
2. Complete forms – complete every box (this process is very detailed)
3. Submit forms to the central applications unit.

Once forms have been submitted, prepare for the survey visit. Substantial compliance of each condition and all regulatory requirements is expected. Upon survey completion, every condition and each requirement will be reviewed.

The survey process:

- The survey team visits/interacts with staff during the survey process (data collection)
- Upon survey completion, the team makes a determination based on your compliance with the requirements
- Survey results are returned to the district office for an internal review process

3-step internal review process:

- Survey results
- Supervisor review
- The district administrator reviews application (only if condition of participation is in jeopardy).

Contact your district office and speak with a supervisor if you have questions regarding your survey.

The centralized format does not fully process applications for provider-based rural health clinics. Forms are available, and staff can help get your application processed. At the beginning of the application process, specifically identify your facility, otherwise you will be sent to centralized applications.

Source:

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